

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-067 **Issue Date:** 04-12-16 **Closing Date:** 04-26-16

Youth Case Coordinator (2) Positions
Probation Services
Department of Justice Services
Hourly Wage: \$17.70/Regular/Full-Time

The Youth Case Coordinator (YCC) performs standard level professional work assessing, counseling, monitoring, and providing case management to youth at risk and youth that are considered delinquent. The YCC will engage in assessing and interpreting a client's risk factors, strengths, developing an individual program plan/diversion contract with a client, and monitoring a client's compliance. The YCC will offer culturally based services, using customs and traditions as a component of services plans; and other duties as assigned. The YCC may be assigned truancy cases, and will be required to be well versed in the RYC Title 80: Children's Code.

Knowledge, Skills and Abilities:

- Knowledge of the Revised Yakama Code (RYC) and experience and/or understanding of the court and juvenile justice system.
- Ability to display a high standard of ethical conduct, understands the impact of violating these standards on an organization, of self, and others, chooses an ethical course of action, and is trustworthy.
- Ability to display a high level of effort and commitment towards performing work and demonstrates responsible behavior.
- Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.
- Ability to learn from written material by determining the main idea of essential message; communicate thoughts, ideas, information/messages and recognizes correct English grammar, punctuation, and spelling.
- Ability to interpret, and respond to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.
- Ability to adapt quickly to changes.
- Ability to use machines, tools, instruments, and/or equipment effectively and use computer applications to analyze and communicate information in appropriate format.
- Ability to use correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.
- Ability to recall information that has been presented previously.
- Ability to discover or select rules, principles, or relationships between facts and other information.
- Ability to set will-defined and realistic personal goals, monitors progress and is motivated to achieve their goals able to manage own time, and deal with stress effectively.
- Encourages and facilitates cooperation, pride, trust, and group identify, fosters commitment and team spirit, and works with others to achieve goals.
- Ability to be sensitive to cultural diversity, race gender, and other individual differences in the workforce.
- Identify specific goals and obstacles to achieving those goals, generates alternatives, considers risk, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Ability to work will with customers to assess needs, provide assistance, and resolve any problems.
- Ability to identify problems, determines accuracy and relevance information, and uses sound judgement to generate and evaluate alternative and to make recommendations.
- Ability to organize work, sets priorities, determine resource requirements, determine short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization monitors progress, and evaluates outcomes.
- Knowledge and ability to apply Yakama cultures, traditions and culture when appropriate.
- Perform other duties as assigned.

General Recruiting Indicators:

- Must have a Bachelor's Degree in Counseling, Criminal Justice, Social Work, or related field is required.

Special Requirements:

- Required to pass pre-employment drug and alcohol test.
- Required to pass a pre-employment background check. Must not have any felony convictions. Must not have any misdemeanor convictions one year prior to hire.
- Must maintain good attendance, and upon request, provide a statement from previous employer(s).
- Must possess and maintain a valid WA State Driver License and be insurable through the YN Tribal Insurance throughout employment.
- Must be at least 21 years of age and of good moral character.
- Must maintain and uphold professional and ethical standards, which includes (but not limited to) confidentiality.